

# Intake Study Guide



## PART 1: OVERVIEW OF eWiSACWIS INTAKE

### *What is the Intake function in eWiSACWIS?*

While you may use the term **Intake** to identify certain child protection actions in your county, **Intake**—as used in eWiSACWIS—covers the three functional areas shown in this table.

Type of Intake	Purpose
<b>PS Report</b>	Document a report alleging that a child is being abused or neglected.
<b>Services Intake</b>	Document a request for services, including non-protective services referrals such as: <ul style="list-style-type: none"><li>▪ Pro se and court-ordered studies</li><li>▪ Interstate and intra-state referrals</li><li>▪ Kinship care cases</li><li>▪ Juvenile Corrections cases</li><li>▪ Child welfare cases</li></ul>
<b>Information and Referral</b>	Record the number and kinds of information and community referral requests coming into the agency. Some of the kinds of community referral requests include calls for: <ul style="list-style-type: none"><li>▪ Local food bank/pantry or Goodwill</li><li>▪ Service agencies for child support enforcement, food stamps, or other non-child protective services</li><li>▪ Child protective services agencies in bordering counties or elsewhere in the state</li></ul>

### STUDY GUIDE AT A GLANCE

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## PART 2: eWiSACWIS INTAKE FEATURES

*How does eWiSACWIS help me accomplish my Intake responsibilities?*

See how well you can identify some eWiSACWIS features by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description in Column 2 that best matches the feature.

SELECTIONS eWiSACWIS Features	1. Feature	2. Description
<i>Search</i>		Documents your recommendation as to whether an Intake should be accepted as a case.
<i>Screen In/Screen Out</i>		Filters out data from fields regarding the reporter on printed copy of PS Report.
<i>Reporter Anonymity</i>		Compares all participants included in an Intake to the eWiSACWIS statewide database to identify whether they are already known to the system.
<i>Create New Case (Supervisory Feature)</i>		Identifies via the Search function that a case(s) already exists on the system as a potential match for an Intake. When the supervisor selects a case as a match, eWiSACWIS prompts the <b>supervisor</b> to link the Intake to the selected case.
<i>Link Intake to Existing Case(Supervisory Feature)</i>		Identifies via the Search function that no case exists in the system as a potential match for an Intake. eWiSACWIS prompts the <b>supervisor</b> to open a new case.



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## PART 3: eWiSACWIS INTAKE TERMINOLOGY

*What new terms do I need to know to help me learn how to use eWiSACWIS Intake effectively?*

See how well you can identify some eWiSACWIS terms by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description/definition in Column 2 that best matches the term.

SELECTIONS eWiSACWIS Terms
<i>Source</i>
<i>Report Name</i>
<i>Reporter</i>
<i>Participants</i>
<i>Alleged Maltreater</i>
<i>Role</i>
<i>Alleged Victim</i>
<i>Reference Person</i>
<i>Referral Name</i>

1. Term	2. Description/Definition
	Persons included in the Intake. Includes child, family, and household members, reporter/source.
	Person around whom all Intake relationships are built.
	For Services Intakes, the person who contacts the agency to request services.
	Person identified by the reporter as having abused or neglected a child.
	Person who contacts the agency to report what may be an incident of a child being abused or neglected.
	Person in whose name a PS Report is recorded.
	Child identified by the reporter as having been abused or neglected.
	Part that a participant plays in the incident being documented in the Intake.
	Person in whose name a Services Intake is recorded.



## GLOSSARY

Features	
<b>Create New Case (Supervisor)</b>	Identifies via the Search function that no case exists in the system as a potential match for an Intake. eWiSACWIS prompts the <b>supervisor</b> to open a new case.
<b>Link Intake to Existing Case (Supervisor)</b>	Identifies via the Search function that a case(s) already exists on the system as a potential match for an Intake. When the supervisor selects a case as a match, eWiSACWIS prompts the <b>supervisor</b> to link the Intake to the selected case.
<b>Reporter Anonymity</b>	Filters out data from fields regarding the reporter on printed copy of PS Report.
<b>Screen In/Screen Out</b>	Documents your recommendation as to whether an Intake should be accepted as a case. Once the <b>supervisor</b> has screened in an Intake, eWiSACWIS freezes it to preserve a record of the information at the time of Intake.
<b>Search</b>	Compares all participants included in an Intake to the eWiSACWIS statewide database to identify whether they are already known to the system.
Terms	
<b>Alleged Maltreater</b>	Person identified by the reporter as having abused or neglected a child.
<b>Alleged Victim</b>	Child identified by the reporter as having been abused or neglected.
<b>Participants</b>	Persons included in the Intake. Includes child, family, and household members, reporter/source.
<b>Reference Person</b>	Person around whom all Intake relationships are built.
<b>Referral Name</b>	Person in whose name a Services Intake is recorded.
<b>Report Name</b>	Person in whose name a PS Report is recorded.
<b>Reporter</b>	Person who contacts the agency to report what may be an incident of a child being abused or neglected.
<b>Role</b>	Part that a participant plays in the incident being documented in the Intake. Up to five roles may be listed for each participant.
<b>Source</b>	For Services Intakes, the person who contacts the agency to request services.

*Next: Complete the Study Guide Quiz for Intake!*